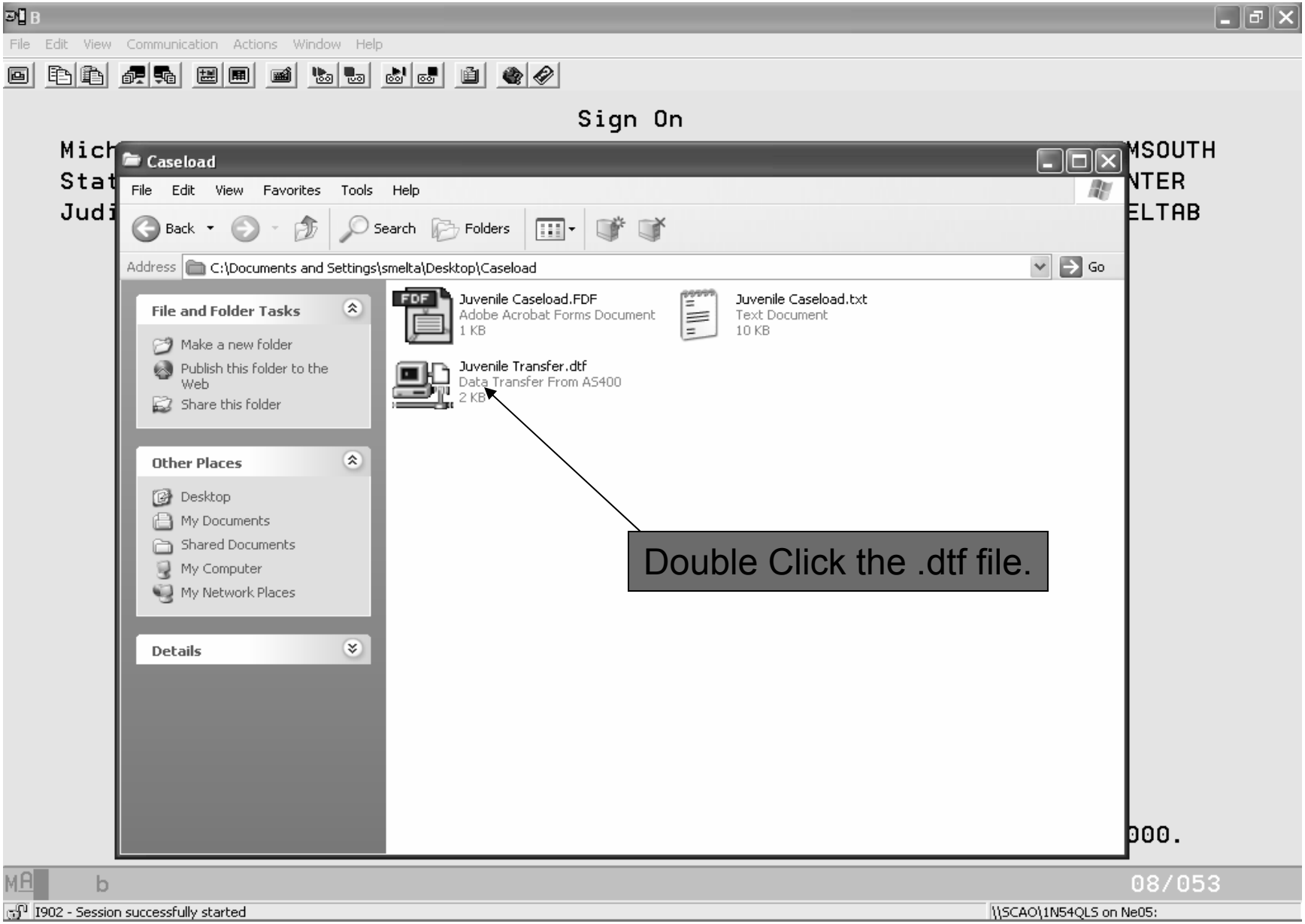
Subsequent Caseload Data Transfer

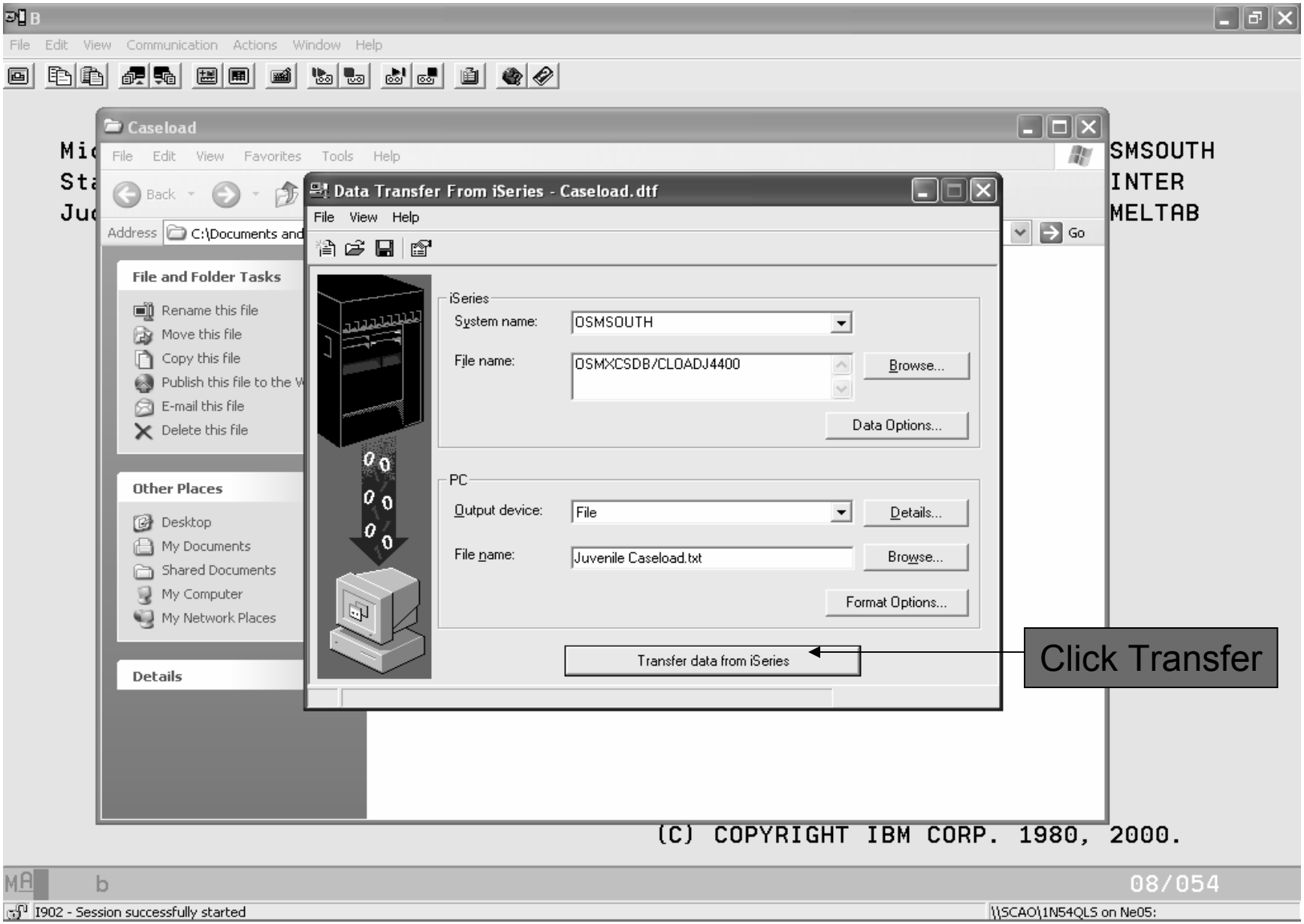
Judicial Information Systems

Subsequent Data Transfer

- You must be running Client Access software to communicate with the AS400. Your version of Client Access may vary from this slide show.
- Run the caseload report for the application that you want to transfer the data from. Circuit court users must enter “Y” in the file selection field.
- Verify that the report has completed and is accurate.
- Verify that there is a folder on your desktop called Caseload and open that folder.

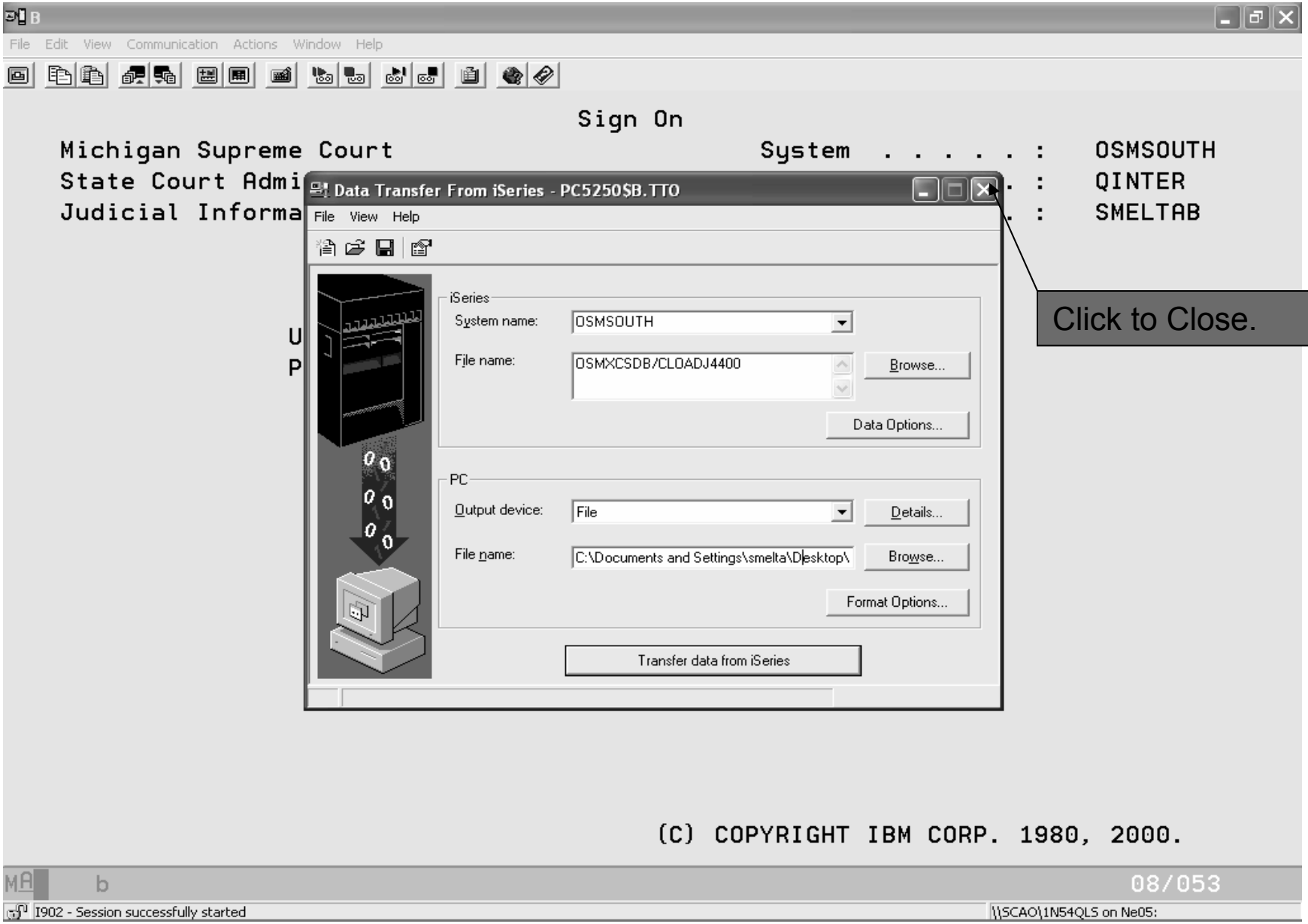


Screen Shot 1

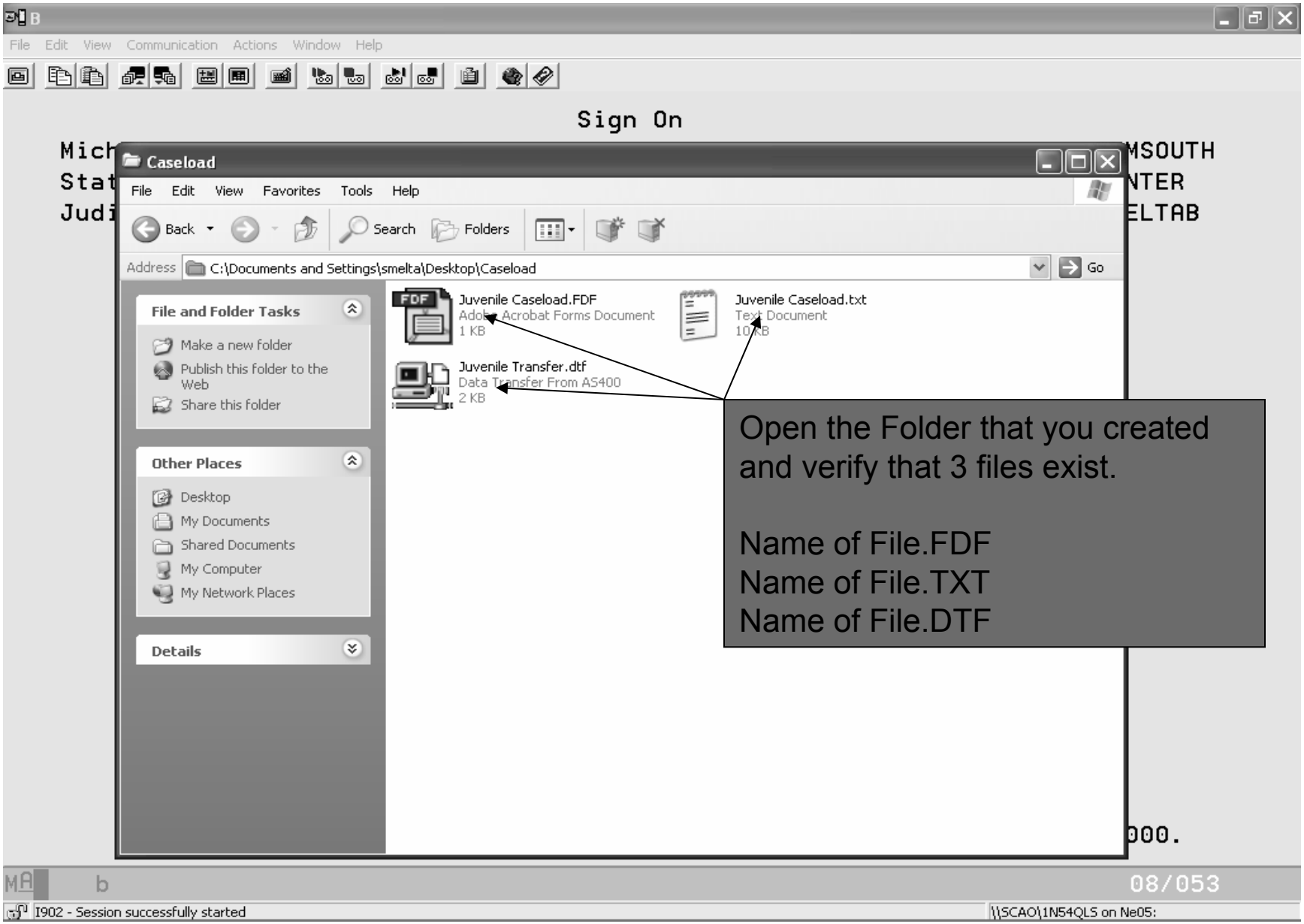


Screen Shot 2

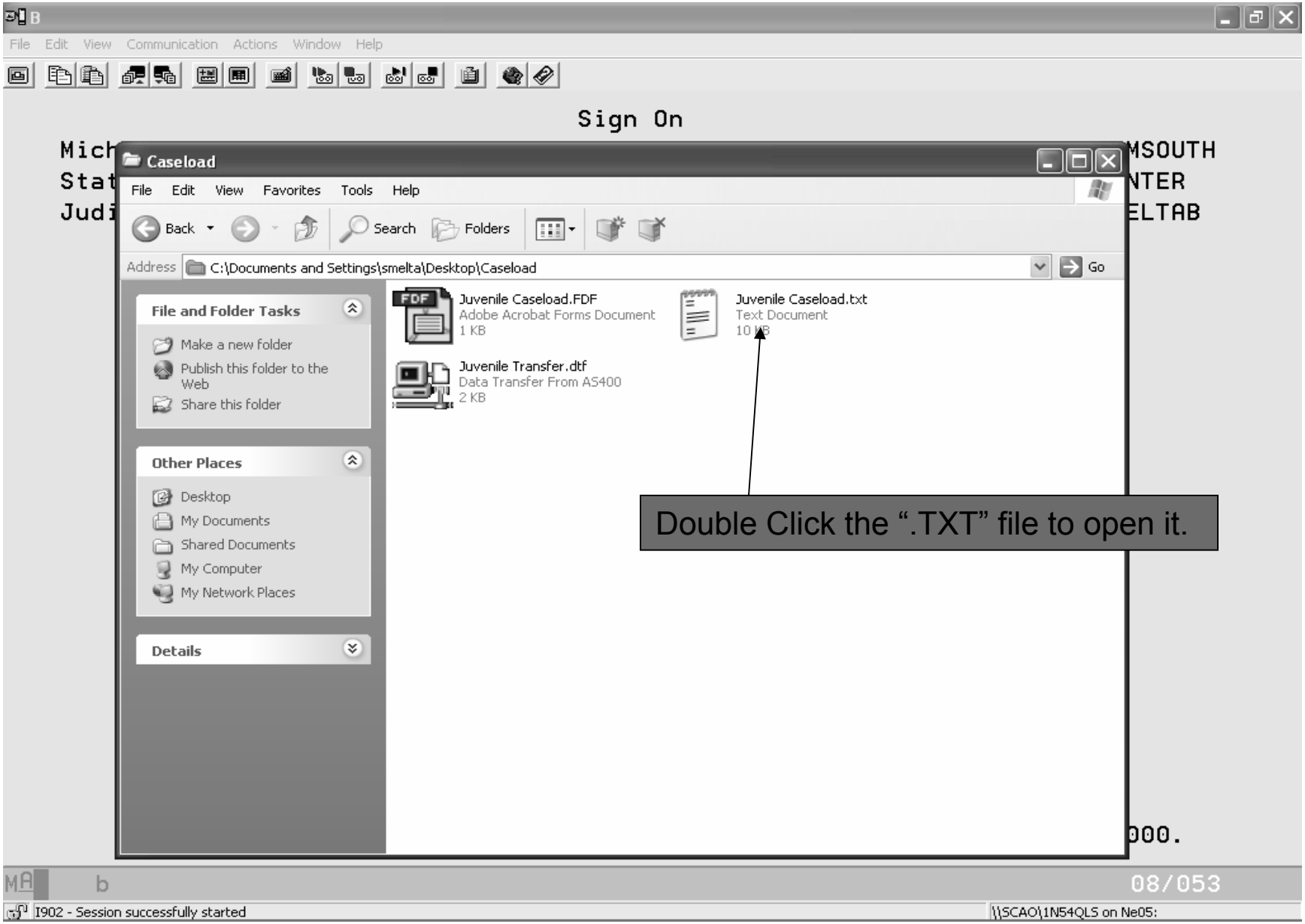
Screen Shot 3



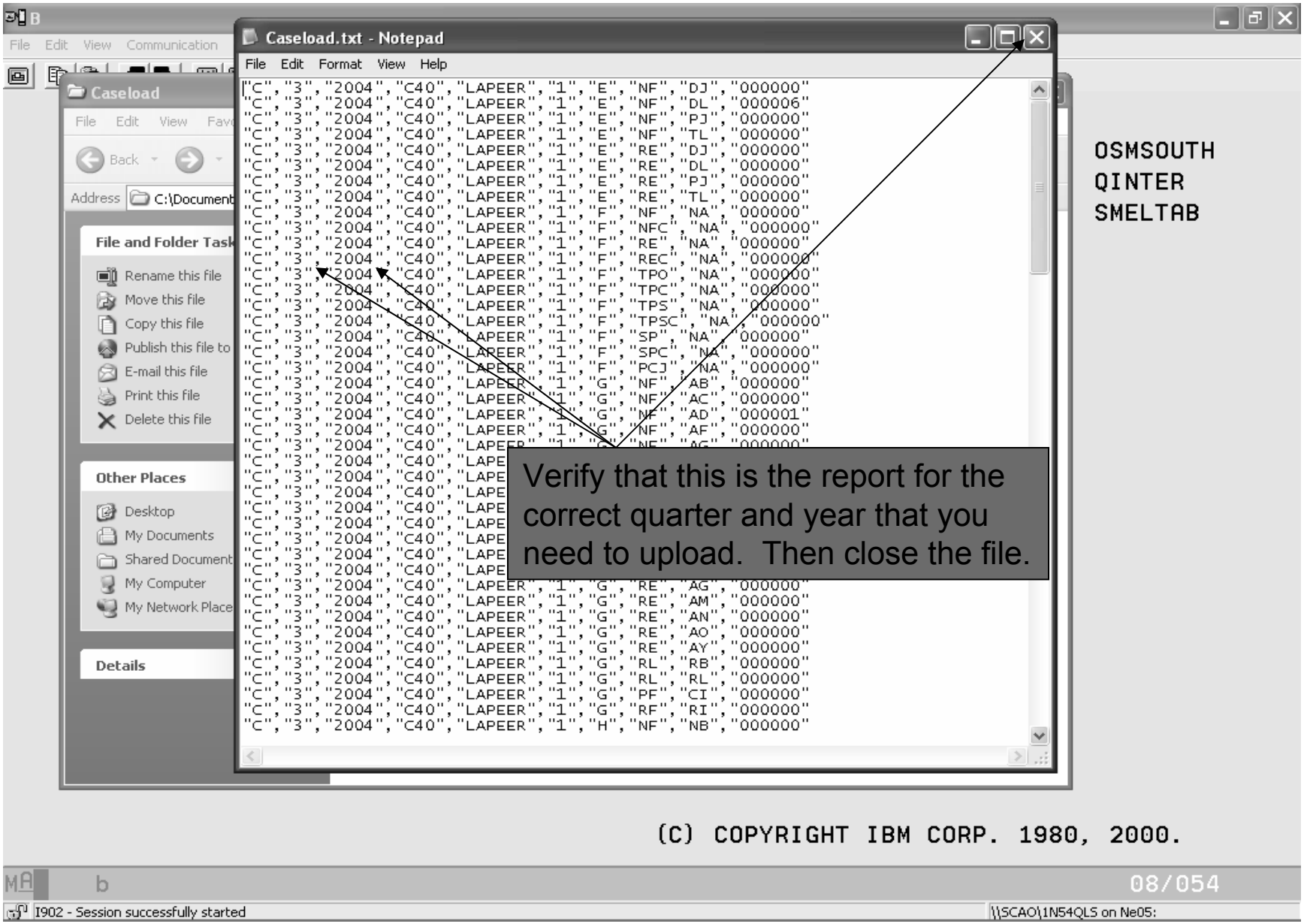
Screen Shot 4



Screen Shot 5



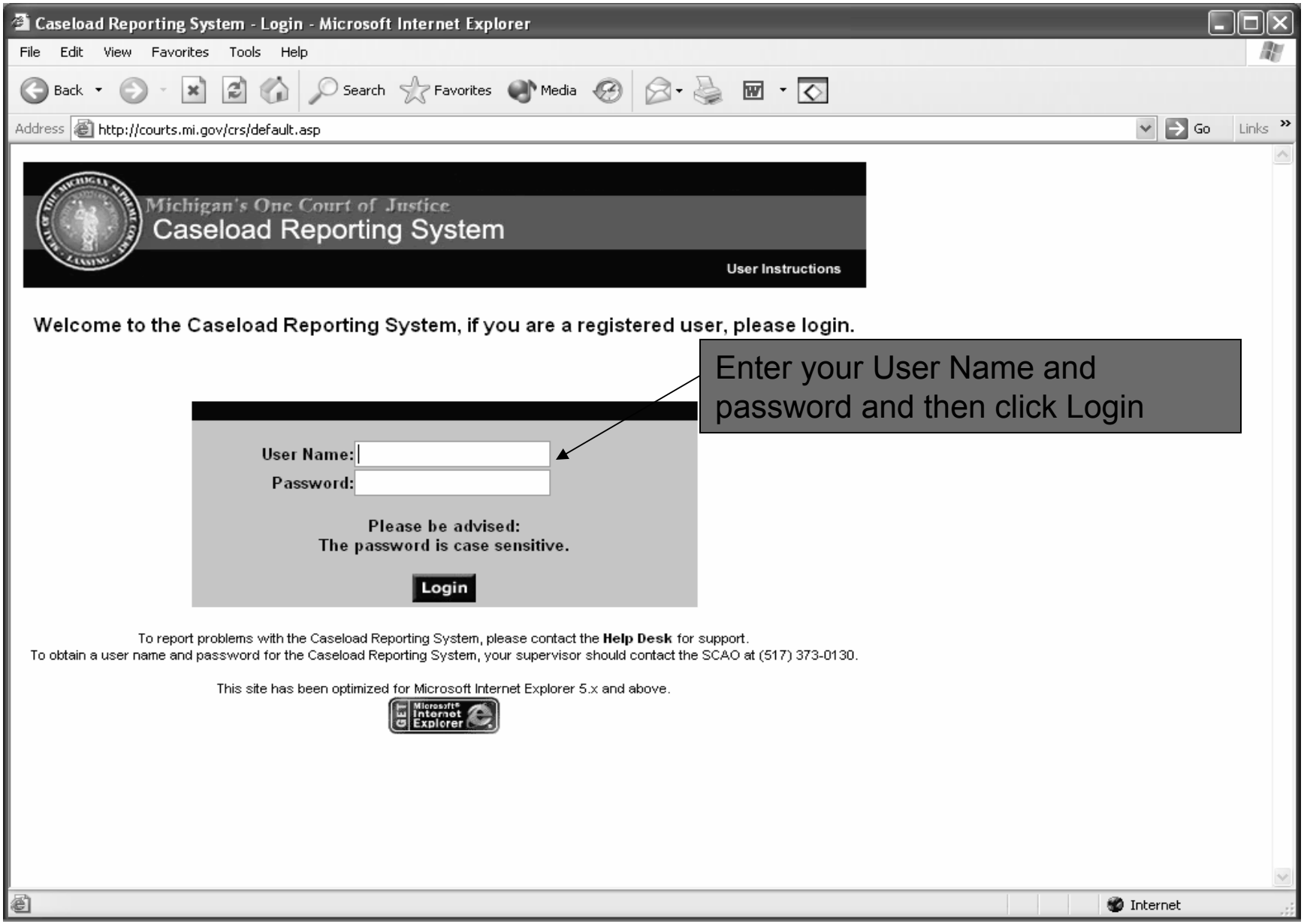
Screen Shot 6



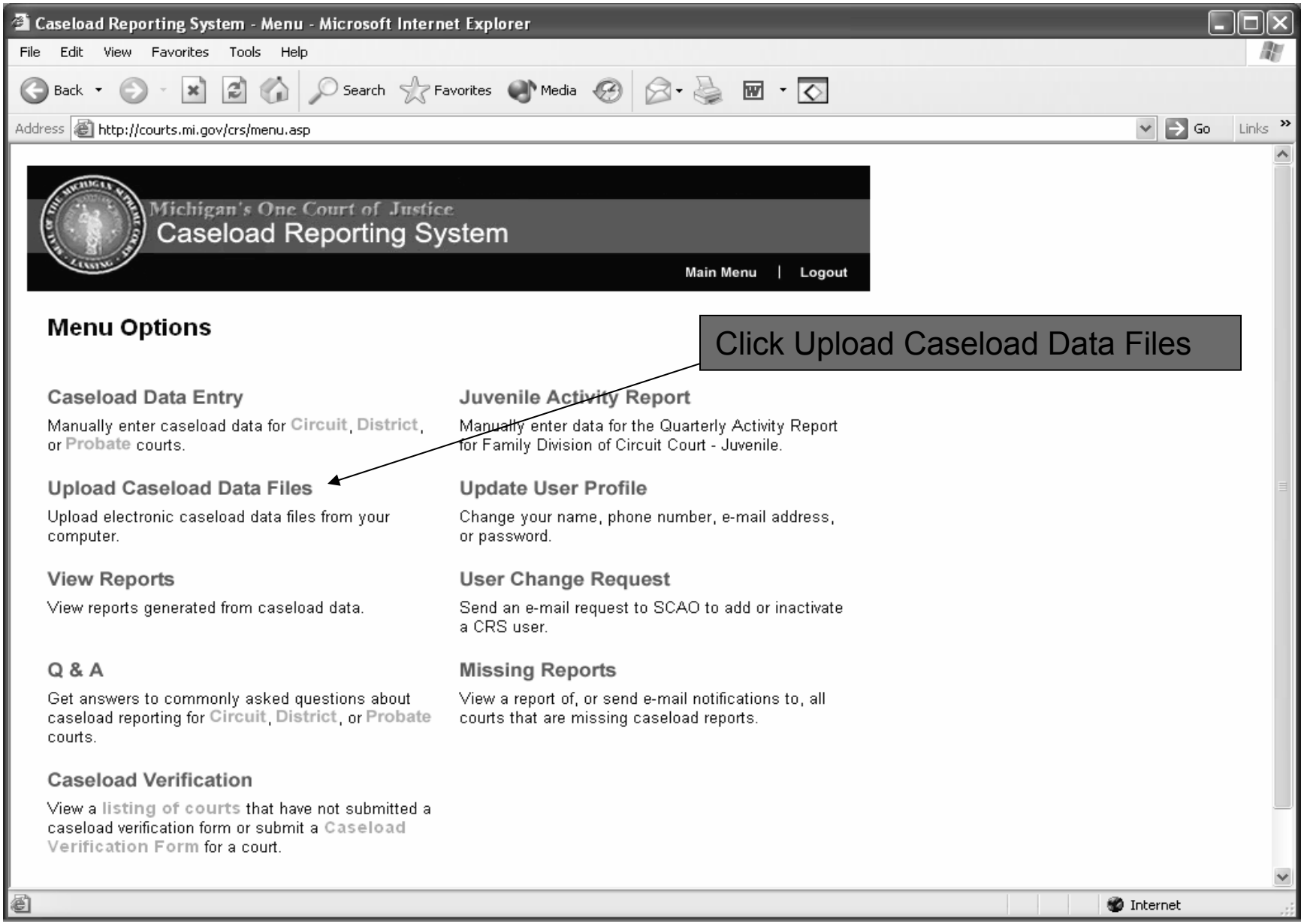
Screen Shot 7

Upload Data to CRS Website

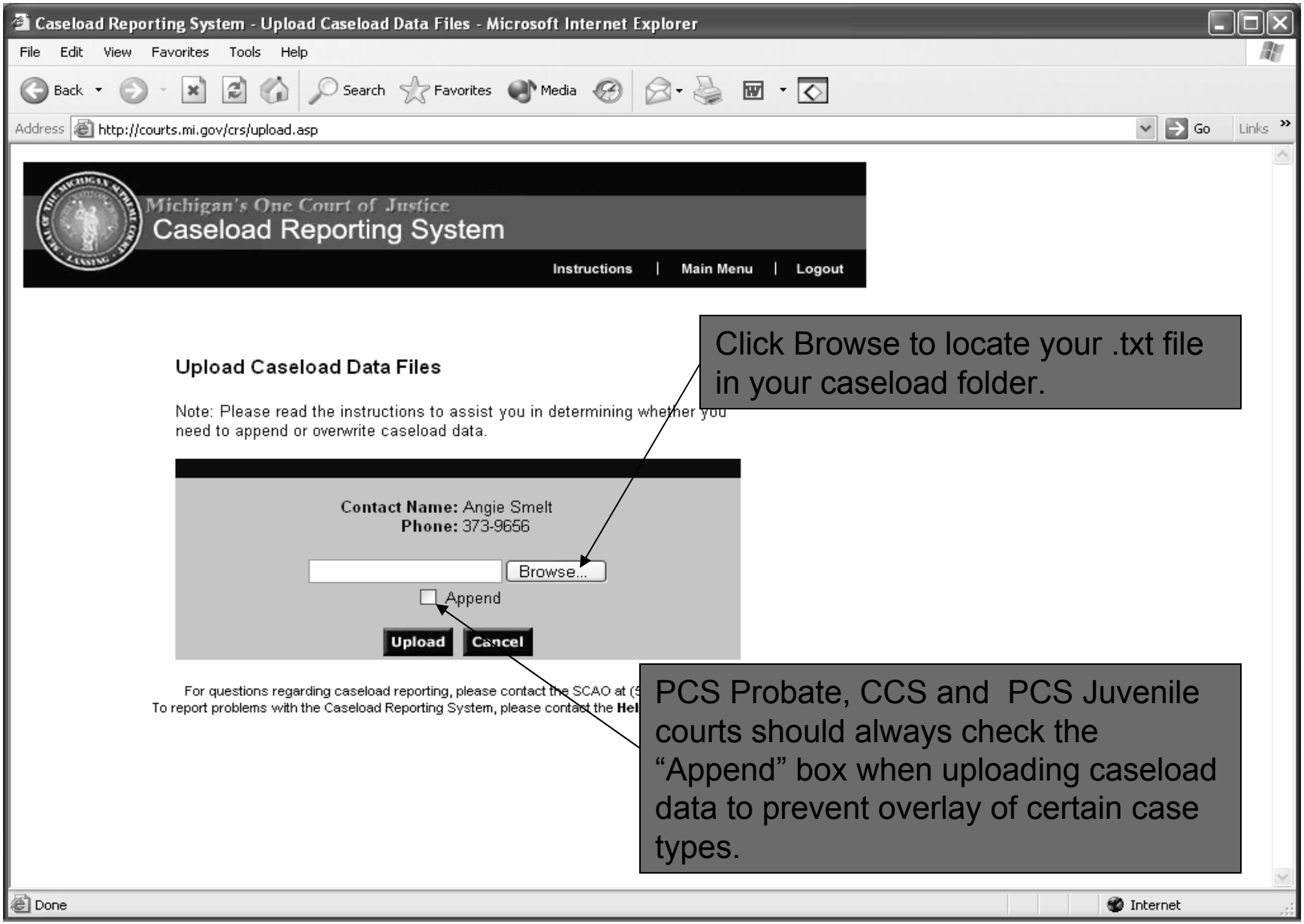
- Sign on to CRS website at http://courts.michigan.gov/crs
- Follow the next set of screen shots to upload your data
- Verify your numbers


Caseload Reporting System - Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://courts.mi.gov/crs/default.asp
Go Links
Michigan's One Court of Justice
Caseload Reporting System
User Instructions
Welcome to the Caseload Reporting System, if you are a registered user, please login.
Enter your User Name and password and then click Login
User Name:
Password:
Please be advised:
The password is case sensitive.
Login
To report problems with the Caseload Reporting System, please contact the Help Desk for support.
To obtain a user name and password for the Caseload Reporting System, your supervisor should contact the SCAO at (517) 373-0130.
This site has been optimized for Microsoft Internet Explorer 5.x and above.
Get Microsoft Internet Explorer
Internet

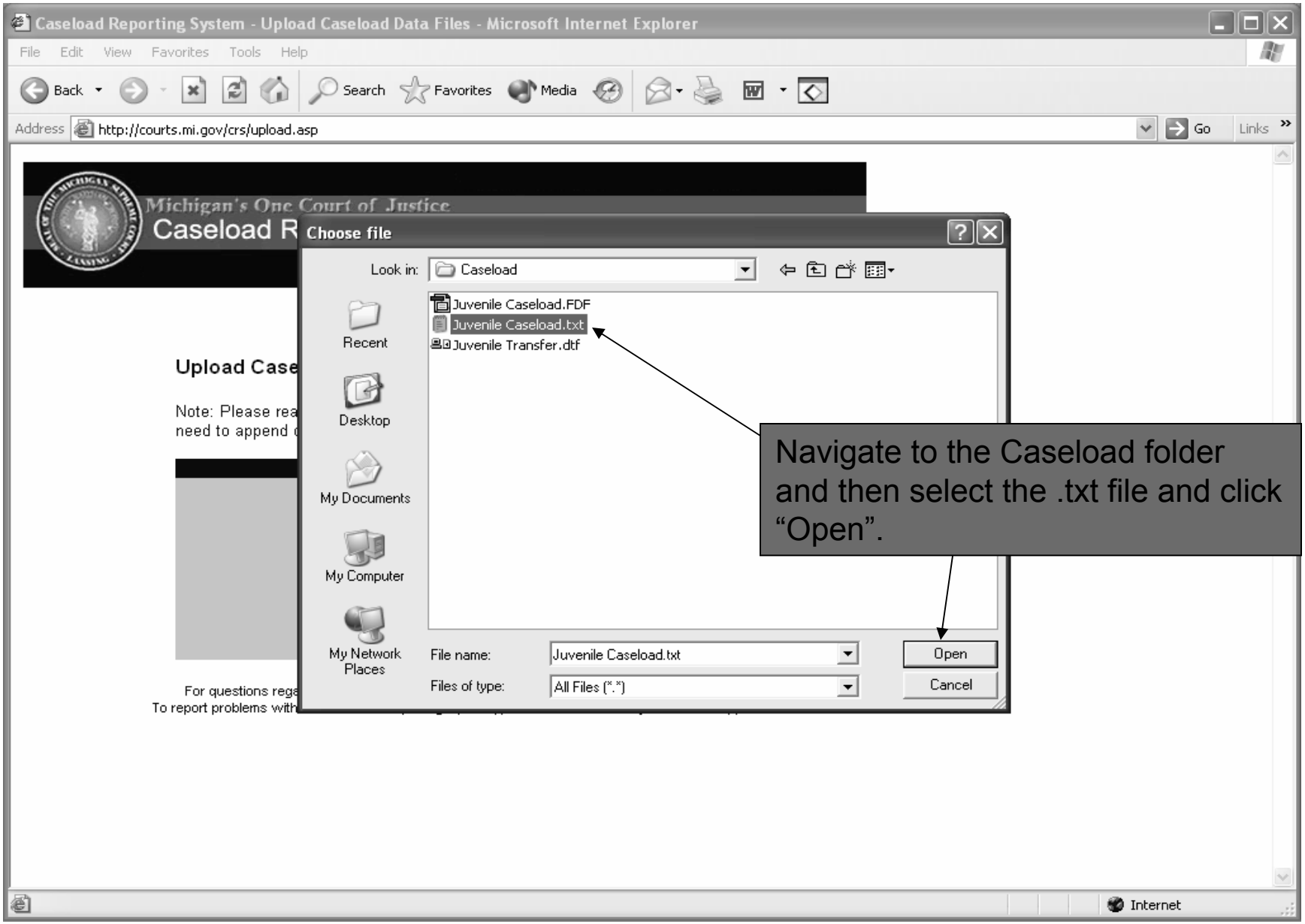
CRS Login


Caseload Reporting System - Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://courts.mi.gov/crs/menu.asp
Go Links
Michigan's One Court of Justice
Caseload Reporting System
Main Menu | Logout
Menu Options
Click Upload Caseload Data Files
Caseload Data Entry
Manually enter caseload data for Circuit, District, or Probate courts.
Juvenile Activity Report
Manually enter data for the Quarterly Activity Report for Family Division of Circuit Court - Juvenile.
Upload Caseload Data Files
Upload electronic caseload data files from your computer.
Update User Profile
Change your name, phone number, e-mail address, or password.
View Reports
View reports generated from caseload data.
User Change Request
Send an e-mail request to SCAO to add or inactivate a CRS user.
Q & A
Get answers to commonly asked questions about caseload reporting for Circuit, District, or Probate courts.
Missing Reports
View a report of, or send e-mail notifications to, all courts that are missing caseload reports.
Caseload Verification
View a listing of courts that have not submitted a caseload verification form or submit a Caseload Verification Form for a court.
Internet

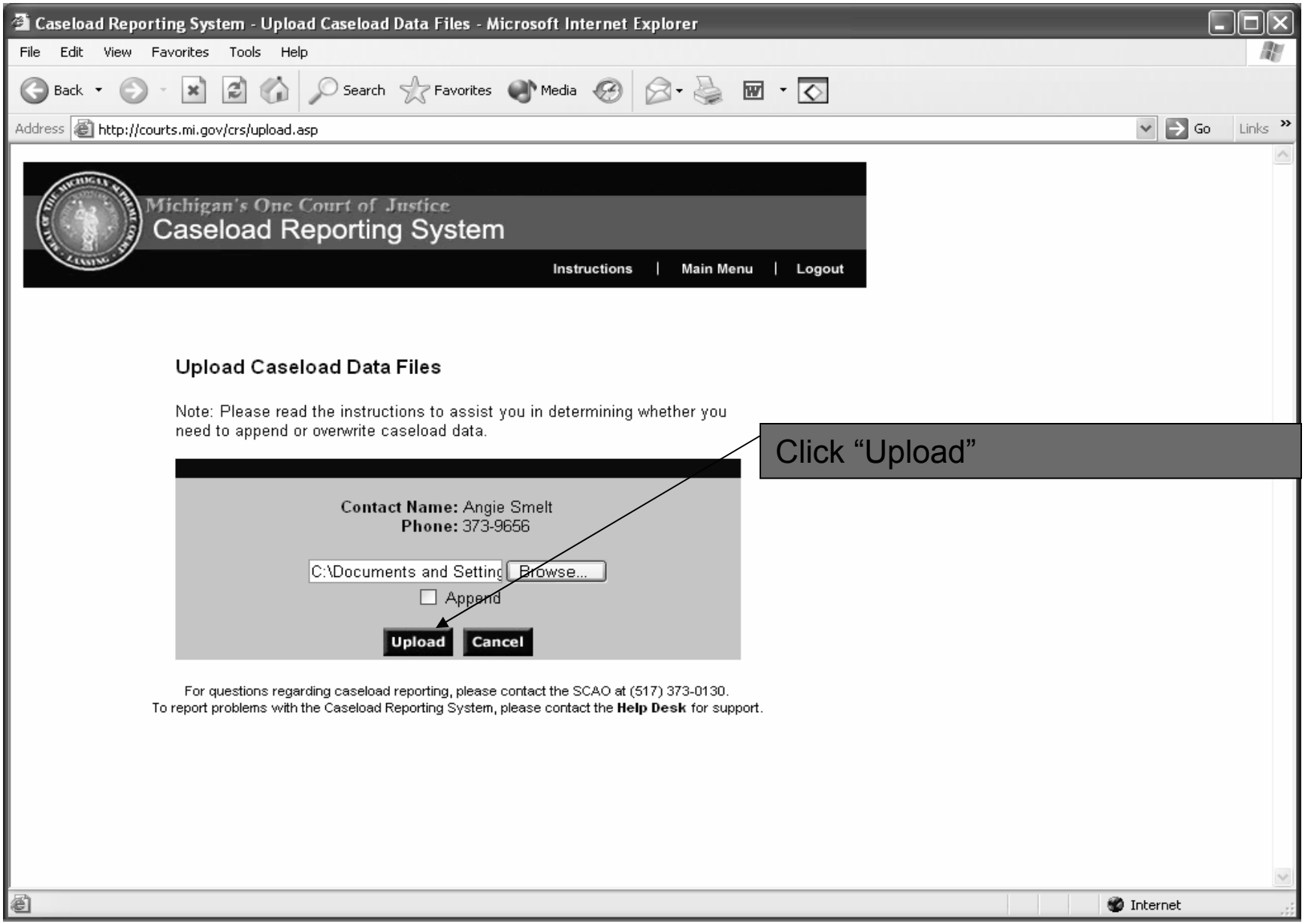
CRS Menu


Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://courts.mi.gov/crs/upload.asp
Go Links
Michigan's One Court of Justice
Caseload Reporting System
Instructions | Main Menu | Logout
Upload Caseload Data Files
Note: Please read the instructions to assist you in determining whether you need to append or overwrite caseload data.
Contact Name: Angie Smelt
Phone: 373-9656
Browse...
Append
Upload
Cancel
For questions regarding caseload reporting, please contact the SCAO at (
To report problems with the Caseload Reporting System, please contact the Hel
Done
Internet
Click Browse to locate your .txt file in your caseload folder.
PCS Probate, CCS and PCS Juvenile courts should always check the "Append" box when uploading caseload data to prevent overlay of certain case types.

CRS Upload


Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://courts.mi.gov/crs/upload.asp
Go Links
Michigan's One Court of Justice
Caseload R
Upload Case
Note: Please rea
need to append
For questions rega
To report problems with
Choose file
Look in: Caseload
Juvenile Caseload.FDF
Juvenile Caseload.txt
Juvenile Transfer.dtf
Recent
Desktop
My Documents
My Computer
My Network Places
File name: Juvenile Caseload.txt
Files of type: All Files (*.*)
Open
Cancel
Navigate to the Caseload folder and then select the .txt file and click "Open".
Internet

CRS Upload 2



Click “Upload”

CRS Upload 3

Verify Your Numbers

- Verification of your caseload numbers on CRS is critical.
  - Depending on case types processed in JIS systems and the order in which the files are uploaded, some case type numbers may get overlaid.